

Job Opportunity ANG Active Guard/Reserve AGR Vacancy

**STATE OF WYOMING MILITARY DEPARTMENT
Human Resource Office – AGR Branch
5410 Bishop Boulevard
CHEYENNE, WYOMING 82009-3320**

1. Announcement is made of the following AGR position. A brief description of duties and responsibilities is included in this announcement.

SPMD/UMR Position Title: **Human Resource Assistant (Military)**
Announcement No: **17-A319**
Opening Date: **17 January 2017**
Closing Date: **14 February 2017**
Max Grade Authorized: **E-6**
Min Grade Authorized: **E-5**
Duty SSI/MOS/AFSC: **3S071**
Security Clearance: **SECRET**
Aptitude Area Scores: **Minimum score of 41 in the Admin area of the ASVAB**
Unit/Duty Location: **JFHQ (Human Resource Office), Cheyenne, WY**
Female Asg Elig: **Open**
Nominating Official: **COL Francisco Romero, HRO**
Selecting Official: **CW3 Nathan Galloway, AGR Program Manager**
Eligibility: **Open to current WY ANG members**

2. This position will be filled as soon as possible after closing. The Adjutant General retains exclusive appointment authority of AGR personnel. All selection notifications are conditional until security clearance, medical clearance, HRO Form 100 verification, and approval by HRO-Staffing.

3. The Wyoming Military Department is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, color, nationality, sex, political affiliation, or any other non-merit factor.

4. Initial AGR tours are probationary. Per WYMD 335 MPP, all WY ANG AGR Initial AGR Tours will be for 48 months. Follow-on tour lengths may be from 1 to 6 years based on the needs of the command. Extension beyond the initial tour is contingent upon command recommendation and final approval by the Adjutant General in an ACB (Active Continuation Board).

5. **INSTRUCTIONS FOR APPLYING:** Applications may be accepted by mail or hand-delivered to the HRO no later than 1630 hours on the announcement closing date. Emailed and facsimile applications will be accepted to accommodate deployed and OCONUS members only. Copies are acceptable. Incomplete and Applications received after 1630 on the closing date will not be considered. Use of government envelopes and/or postage is acceptable for non-deployed/OCONUS personal only. Do not submit applications in file folders, binders, etc. Applications will not be returned. Applications must be legibly completed, **MUST** be signed and dated, and must contain the following documents at a minimum.

<p>Submit applications to:</p> <p>Wyoming Military Department Human Resources Office – AGR Branch 5410 Bishop Boulevard Cheyenne, WY 82009-3320</p>	<p>WY-HRO-AGR Points of Contact:</p> <p>SGT Lorien Mele (307) 772-5127 SSG Katie Upton (307) 772-5227 CW3 Nathan Galloway (307) 772-5220 E-Mail: nq.wy.wyarnq.list.org-jobs@mail.mil</p>
--	---

_____ **Cover letter**

_____ **Current Resume**

_____ **NGB Form 34-1**, Application for Active Guard/Reserve Position. Provide continuation paper as needed. Pay particular attention to Section IV and the requirement to fully explain “Yes” answers. Must be signed and dated.

_____ **Last 3 EPRs/OPRs:** If less than 3, submit all available evaluations. Applicants not requiring EPR/OPR submit a letter of recommendation from your military supervisor.

_____ **Current Report of Individual Personnel (RIP):** Obtained from your unit, vMPF, or the Force Support Squadron. Must show ASVAB Test Scores and verification of security clearance level.

_____ **Current Point Credit Accounting Report System (PCARS):** Obtained from your unit, vMPF, or the Force Support Squadron. *Active Duty Applicants: Submit the equivalent form of an AF 1613 or Statement of Service.*

_____ **Documented Current Fitness Test Results:** Dated within 12 months of the closing date of the vacancy announcement for initial AGR accession.

_____ **SF 181**, Ethnicity and Race Identification

_____ **Administrative Grade Reduction (if applicable):** Applicant’s military grade cannot exceed the maximum military grade authorized for the position. Over-grade applicants must include a written statement of willingness to accept an administrative grade reduction when assigned to the position for which they are applying.

6. INITIAL ELIGIBILITY REQUIREMENTS

- Individuals must meet Physical Fitness Standards. Air applicants must provide a printed copy of the electronic "Report of Individual Fitness" form dated within 12 months as of the closing date of the announcement, reference AFI 36-2905. Physical Fitness Training and Testing will be ongoing.
- Air National Guard members must meet the physical qualifications outlined in AFI 48-123. Medical exam must be completed within 48 months prior to entry on AGR Tour. HIV test cannot be more than six (6) months old prior to the tour start date.
- Must meet any Special Requirements as specified on Position Description.
- Must possess or be able to obtain appropriate AFSC IAW current regulations within 12 months of assignment.
- Air National Guard members on the Fitness Improvement Program (FIP) are ineligible for entry into the AGR Program. This does not include the probationary period after the loss of weight to satisfy standards. Members must meet the weight requirements at the time they are placed in the AGR program.
- Selected individual must extend/re-enlist for a period equal to or greater than the initial tour end date.
- Wyoming Air National Guard enlisted members currently serving in AGR status may be selected for a vacant position without an awarded 3-level in the advertised/ compatible duty AFSC. An AGR not possessing the ADVERTISED AFSC must agree in writing to retrain and successfully upgrade to the 3-level within 12 months of assignment to the AGR position or be reassigned to a position for which qualified or be removed from AGR status immediately.
- **Airman will remain as the sole occupant of a funded vacant AGR position on the UMD for a period of 24 months upon being awarded the duty assigned AFSC.**
- **Reassignments within the first 24 months require a waiver, through the TAG. (ANGI 36-101, Para 6.6.1.)**
- Must not have been previously separated for cause from active duty.

7. SPECIAL REQUIREMENTS

- Selected Applicant must possess or be able to obtain a **SECRET** clearance within one year from date of selection. Failure to obtain and/or maintain a Top Secret clearance will result in separation as an AGR.
- Selected Applicant will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Acceptance of permanent or indefinite position may cause termination from the Selected Reserve Incentive Program (SRIP).
- Must not be eligible for, or receiving, federal military retired or retainer pay, nor federal service annuities.
- IAW ANGI 36-101, paragraph 2.2.1.2, applicant should be able to complete 20 years of active federal service prior to reaching Mandatory Separation Date. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation date, must complete the Statement of Understanding contained in Attachment 3 of ANGI 36-101. Exceptions may be considered by The Adjutant General on a case-by-case basis for exceptional circumstances.
- **A 153AW member will be on the hiring board, as coordinated by the Nominating Official.**

8. POSITION DESCRIPTION

This position is located in the Human Resources Office. The primary purpose of the position is to provide technical assistance to Human Resources Specialists within the office and to managers, supervisors, and technicians of the serviced organization for a wide range of human resources matters. Provides advice and support to ARNG and ANG managers, supervisors, and AGR personnel on a wide range of military staffing matters. Plans and administers the programs for recruitment, appointment, utilization and distribution, military career-field classification and related career and promotional Development of AGR personnel. Determines minimum qualification requirements in accordance with appropriate regulations. Develops position announcements, locates position applicants, validates funding and certifies position is valid and vacant. Develops candidate evaluation criteria and evaluates candidate eligibility, and refers qualified candidates for selection consideration to the nomination/selection board. Notifies candidates of the results of their application. Uses a variety of authorization documents, regulations and guides in determining positions to be filled and procedures to be followed in staffing positions. Accumulates and analyzes statistics concerning staffing functions such as turnover, resignations, minority hire rates, promotions, hiring lag time, etc. Conducts exit interviews or surveys to identify potential program or management deficiencies. Provides advice to management regarding all actions associated with AGR military compatibility. Provides advice on career management that ensures maximum career opportunities for qualified AGR personnel while ensuring proper fill of positions at all levels. Provides guidance to supervisors in planning job-related career development activities for AGR personnel. Ensures that local courses and opportunity resources are fully publicized. Ensures that retention boards are conducted in a timely manner. Conducts continuing analysis and evaluation of the training program's effectiveness in meeting training and career development goals. Provides advice and assistance to activities/units pertaining to position management and utilization. Ensures activities/units are complying with career management programs for AGR personnel. Coordinates with the Plans and Operations Training Office and the ARNG Military Personnel Office to locate and use resources to meet identified training needs of AGR personnel. Coordinates with the Quota Management Officer for courses offered by National Guard Professional Education Center for AGRs. Gathers pertinent information on the effectiveness of the AGR force in accomplishing the required mission, functions and tasks. Recommends changes to appropriate managers, supervisors and higher graded specialist. Will perform other duties as assigned.